

ROUTING AND TRANSMITTAL SLIP

Date
14 September 1989

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Director of Logistics		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1. For Action

Please respond directly with drop
copy to DDA and ER for info.

SUSPENSE: 11 October 1989

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<div style="border: 1px solid black; width: 150px; height: 40px; margin: 5px 0;"></div> EXA/DDA /	Phone No.

5041-102

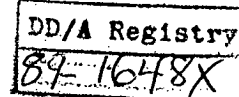
OPTIONAL FORM 41 (Rev. 7-76)



General Services Administration
Office of Operations and Industry Relations
Washington, DC 20405



September 11, 1989



Mr. R. M. Huffstutler
Deputy Director for Administration
Central Intelligence Agency
Room 7D24-OHB
Washington, DC 20505

Dear Mr. Huffstutler:

Each year the General Services Administration (GSA) sponsors a national "Partnership in Administration" conference for more than 400 senior officials of the Federal departments and agencies GSA serves. This year's conference will be held Wednesday through Friday, November 1-3, at the BWI Airport Marriott Hotel, with the theme "Partnership '89: Facing the Challenges of the '90's."

A letter of invitation was sent to the head of your department or agency, and we would like you to join us, as well. The enclosed brochures contain registration details and highlights this year's conference agenda, which includes registration forms for you and other key officials you may wish to have represent your organization. Based on your agency's previous participation, we are reserving 2 places for you this year, and because of capacity attendance in the past, space is limited. The overnight conference fee is \$325.

Nominees should complete the registration forms in the enclosed brochure and select the workshops they wish to attend. They will also need to complete your agency's Training Authorization form.

Please designate a Conference Contact to consolidate all forms from your agency. Forms should be returned in a single package no later than Wednesday, October 11 to: Partnership '89, General Services Administration, Office of Client Relations (AL), Room 6009, Washington, DC 20405. We will confirm workshop assignments and provide administrative details for each nominee two weeks before the conference.

Please mark your calendar and plan to attend. Questions may be directed to Liz Ivey, Office of Client Relations, 523-1200.

Sincerely,

Edwin T. Cox, Jr.
Associate Administrator for Operations
and Industry Relations

DD/A REGISTRY
FILE: OMC-36-192